

Legislative Research Analyst-Senior

PURPOSE: Under general supervision of the Legislative Analyst Supervisor, the person in this position provides legislative research, bill drafting and other services for the City of Milwaukee Common Council and city agencies.

ESSENTIAL FUNCTIONS:

- ◆ Performing in-depth research on municipal government functions, operations and organization.
- ◆ Designing and conducting inter-city surveys, preparing analyses on a wide variety of urban topics and performing multi-source data gathering in the preparation, interpretation and analysis of reports.
- ◆ Drafting ordinances and resolutions for Common Council action.
- ◆ Providing technical assistance to task forces and ad hoc committees established by the Common Council by drafting reports, conducting background research, gathering pertinent data and serving as a resource person.
- ◆ Advising and assisting City department personnel in the preparation of reports, documents and other matters requiring Council action.
- ◆ Performing other related duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university with a major in Business, Economics, Public Administration, Political Science, Urban Affairs, Urban Planning or related field. Transcripts must be submitted with completed application.
2. Two (2) years of professional research experience.
3. Coursework and/or experience in statistics.
4. Familiarity with the Geographic Information Systems (GIS) is desirable.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Equivalent combinations of training and experience may be considered.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- ◆ Knowledge of and experience with computerized information systems.
- ◆ Ability to conduct inquiries, research and analysis using primary and secondary research sources.
- ◆ Ability to apply basic statistical techniques to data.
- ◆ Excellent writing skills.
- ◆ Effective oral communication skills.
- ◆ Ability to work with minimal supervision.
- ◆ Skill in interpersonal relations and ability to establish and maintain effective working relationships with a variety of people.
- ◆ Effective decision-making skills.

THE CURRENT SALARY RANGE (06) is: \$47,264 to \$66,176 annually.

#05-089—CKS (SM)

7/7/05